

## **3171 - CHIEF ELEVATOR INSPECTOR**

### **NATURE OF WORK**

Highly responsible, administrative, supervisory and technical work in enforcing compliance with applicable national, state, and local laws, codes, ordinances and regulations through reviewing construction plans and specifications, and inspection of new and existing elevator installations. Work includes office and field duties.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Enforces relevant national, state, and local laws, codes, ordinances and regulations by issuing warnings and written notices of violations.

Follow departmental procedures for reinspection and actions required to ensure compliance.

May conduct technical field inspections of structures, equipment, and installations during various phases of elevator construction, installation and operation.

Detects and investigates reported and unreported hazards, possible safety violations or inadequate conditions and violations.

Determines conformity with established standards and approved plans.

Reviews elevator installation plans, blueprints, specifications, and materials lists to determine compliance with applicable standards and regulations.

Recommends approval or disapproval.

May issue permits and certifications dependent upon compliance with standards, and assist applicants in completing necessary forms.

Recommends methods, materials, equipment and alterations to assist in compliance with accepted standards.

May compute fees for annual elevator permits and certifications.

Determines acceptability of qualifications of contractors engaged in work referred to herein.

Testifies in court and before related boards; obtains documentation; and prepares testimony.

Reports suspected or known violations of zoning, building, plumbing, electrical, mechanical, licensing, fire, marine and planning standards to appropriate authorities.

Prepares and maintains reports, records and correspondence concerning elevator regulations enforcement and inspectional activities.

Performs related work as required

### **KNOWLEDGE, SKILLS AND ABILITIES**

Through knowledge of national, state, and local laws, codes, ordinances, and regulations regarding elevator installation, operations and maintenance.

Considerable knowledge of building design and construction.

Considerable knowledge of good construction practices.

Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams to determine conformance with established standards.

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Ability to read, understand, explain and apply regulations.

Ability to make technical inspections and render valid decisions.

Ability to enforce regulations tactfully, firmly, and impartially.

Ability to establish and maintain effective working relationships with other employees, agencies, and the public.

Ability to communicate effectively both verbally and in writing.

Ability to supervise the work of subordinate employees in a manner conducive to full performance and high morale.

Ability to make arithmetic and statistical computations with speed and accuracy.

Ability to testify effectively in court and before related boards.

Ability to research data and originate legal documents and other instruments of law.

Ability to prepare clear and concise records, reports, correspondence, and other documentation.

Ability to complete forms legibly and accurately.

### **MINIMUM REQUIREMENTS**

Current certificate of Competency issued by the Florida Department of Business and Professional Regulation, Bureau of Elevators. Experience as a certified Elevator Inspector. Experience can substitute for education on a year-for-year basis.

### **SUPERVISION RECEIVED**

General and specific assignments are received. Work is performed with considerable latitude for the use of independent judgement. Work is reviewed and evaluated through verbal and written reports.

### **SUPERVISION EXERCISED**

Directs the work of Elevator Inspector and Elevator Clerk.

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